

# The Library Assistant:

*The Official Journal of the Library Assistants' Association.*

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## ANNOUNCEMENTS.

### TWENTY-FIRST INAUGURAL MEETING.

#### Preliminary Announcement.

As has already been foreshadowed in these pages the next SESSIONAL PROGRAMME of Meetings will be a joint arrangement with the Library Association. The full Programme is not yet complete, but will be published in our next issue.

The **Inaugural Meeting** will be held at **Messrs. Selfridge's**, Oxford Street, W., on Wednesday, 13th October, 7.30 p.m., when Mr. H. GORDON SELFFRIDGE will give an address on "LIBRARIES IN BUSINESS HOUSES." The occasion promises to be a most interesting one, and it is hoped Members will reserve the date at once.

**The Twenty-first Sessional Programme.**—Next October will see the Association enter upon its majority, and the Council desires signally to celebrate this happy event by an unusually attractive and valuable programme. To this end we must work at once. Thus early, therefore, our members are invited to offer suggestions for papers and discussions, and indeed of anything which in their view will contribute to the interest and success of the session ahead. These should be sent to the Honorary Secretary of the Education Committee, Mr. W. Benson Thorne, 232, Brunswick Road, Poplar, E.

## NORTH-WESTERN BRANCH.

## FIRST ANNUAL MEETING.

The FIRST ANNUAL MEETING of the North-Western Branch will be held (by permission of the Library and Museum Committee) at the PUBLIC LIBRARY, Darwen, on Wednesday, September 15th.

The programme is as follows:—

2.45-3.15 p.m. Assemble at Public Library.  
 3.15 (prompt) Start for ramble through Sunnyhurst Wood and Bold Venture Park.  
 (NOTE.—Members arriving Blackburn—  
 from Liverpool—at 3.6 p.m., will be met in Station Booking Hall by Mr. JAMES HINDLE, Chairman of the Branch, and will travel by tram-car, alighting Hollins Grove, where the remainder of the party will await them.)  
 5.0 (a) Meeting of COMMITTEE in Librarian's Room.  
 (b) Inspection of Library.  
 5.30 Refreshments (by kind invitation of Mr. and Mrs. J. POMFRET).  
 6.0 ANNUAL MEETING.  
 (a) Annual Report.  
 (b) Election of Officers, etc.  
 (c) Brief Address, by Mr. Joseph POMFRET, F.L.A., Chief Librarian.  
 (d) The L.A. Education Committee's Report on the Professional Examinations, by Mr. JAMES HUTT, M.A., Honorary President.  
 (e) The importance of book selection, by Mr. R. G. WILLIAMS, Assistant-in-Charge, Central Lending Library, Bolton.

The meeting promises to be an unusually attractive one, and all Assistants in the North-West are urged to make a special effort to be present.

Assistants who intend to be present on this occasion are requested to notify Mr. Pomfret not later than Saturday, September 11th, 1915.

JAMES ROSS, Hon. Secretary,  
 Walton and Fazakerley Library,  
 Liverpool.

**EDITORIAL.**

In consequence of the Editor's illness, the usual Editorial does not appear this month.

## FIRST STEPS IN LIBRARY ROUTINE.

By W. B. THORNE, *Honorary Secretary of the Library Assistants' Association.*

[The object of the following pages is to provide the simplest possible introduction to the ordinary routine work of a library, suitable for placing in the hands of new assistants for the purpose of giving them a general idea of the duties as a whole, and to render unnecessary many of the usual explanations commonly demanded when new assistants are appointed. Argument has been entirely avoided and direct statements have been employed to prevent confusion arising in the minds of the uninitiated, and while it is not expected that the instructions laid down will fit every case, it is believed no difficulty will be found in introducing modifications or amplifications where they may be considered desirable.]

When first appointed an assistant should endeavour to form in his mind a clear idea of the work of each department of the library ; usually there are three, viz :—

THE LENDING DEPARTMENT (with sometimes a separate department for children).

THE REFERENCE DEPARTMENT.

THE READING ROOM OR ROOMS.

Occasionally there is a Lecture Hall in addition to these. The assistant will find that the work of each department in all libraries is carried on in accordance with a clearly defined system, and he should proceed to master this as soon as he can.

### THE LENDING DEPARTMENT.

It is here that are stored all the books available for home-reading purposes ; that is to say, the books on the shelves here may be borrowed by persons holding readers' tickets to read at leisure in their own homes or elsewhere. In some libraries readers are permitted to go direct to the shelves to select the books they require, and these are called "Safe-Guarded Open Access Libraries" ; in others they have to apply at a counter for books either by number or by author and title, and these are called "Closed Libraries." In many closed libraries a device called an "Indicator" is employed for notifying to readers the books "in" and "out," as well as for recording the issue of books, but some dispense with this and use cards in recording the issues ; these are called "Indicator" and "Card-Charging" systems respectively, so that three systems prevail, viz. :—

The Open Access System.

The Indicator System.

The Card-Charging System.

In an Open Access Library an enclosure is constructed immediately at the entrance, in which the staff operate : on either side

are self-locking wickets controlled by a lever inside the staff enclosure, preventing entrance to or exit from the book shelves without the knowledge of a member of the staff. Readers coming to exchange a book present themselves at the Entrance Wicket, hand their book to the assistant and receive in return their reader's ticket; they then select a book from the shelves, proceed to the Exit Wicket, hand book and ticket to the assistant, who stamps the book with the date of issue, gives it back to the borrower while retaining the ticket which is filed with the book-card in a tray. The book-card is a card bearing the book's number, author and title, which is kept inside the book when the latter is in the library, and which represents the book at such times as it may be out on loan. The book-cards, together with the borrowers' tickets, are kept in order under the book numbers, each day's issues being kept separate, so that when a book is returned its date of issue must be ascertained from the date label, and then its card extracted from amongst those representing all the other books issued on the same day.

Those assistants in a library where an Indicator is provided will familiarize themselves with its parts at the first opportunity. The most brief examination will reveal that every number on the Indicator is attached to a movable block and represents a book on the library shelves; it will also be seen that the number on one end of the block is printed on a blue ground, while at the reverse end the ground colour is red. When the red end is turned to the public the book represented is "out," when the blue end is displayed to the public the book represented is "in." It will further be observed that this number-bearing block is book-formed, and that it carries the author and title of the book it represents, in addition to which it indicates where such book may be found on the shelves. Thus this contrivance "indicates" to the public the books in and out; it also "indicates" to the staff where each book is to be found, as well as various other details concerning it. Under this system when a borrower requires a book he first ascertains if it is available by consulting the Indicator, and having done so he asks for it by the number; the assistant removes the block from the Indicator frame, notes author, title and location of the book required, fetches it from the shelves, stamps the date of issue, hands it to the borrower, receiving in exchange his ticket, which together with the Indicator block is placed in a tray. At convenient intervals notes are taken of the number of books issued in each class, the borrower's ticket number and date are entered into the Indicator block, which is then returned to its place in the Indicator frame. In his examination of the Indicator the assistant will have noticed that the borrowers' tickets display coloured corners: these are

designed to bring to notice books which are over-due. As the tickets are placed on the Indicator blocks they are arranged so that a particular one of the four colours is turned in the same direction for every issue during the week; each week the particular colour is changed according to an agreed plan, and by this means over-due books are discovered.

With the Card-Charging System in a Closed Library it is usual for borrowers to supply a written list of the books they desire, the assistant issuing the first one available after searching the shelves. The book-card is withdrawn from the book, the borrower's ticket is placed within a pocket attached for the purpose, and after the usual date-stamping formality the book is issued to the borrower, the proceeding being identical with that obtaining in an Open-Access Library.

Returning books to the shelves forms a considerable part of an assistant's duties, and it is necessary for him to be strongly impressed with the idea that too much care in the exercise of this duty cannot be expended, for it is of the utmost importance that books shall not be put in wrong places, for if this happens they are temporarily lost, and this is a grave reflection on the efficiency of the staff. As books are returned to the shelves they need to be examined for damage, loose pages, etc., and those found to be defective should be put aside for repair before being issued again. Books in a library are arranged on the shelves in a particular order. As far as possible it is the librarian's object to keep all books dealing with the same subject in one place, and also to arrange the order of the volumes on the shelves that books dealing with similar subjects shall be near one another. For example, it will be found that books about England are all together, and near them will be the works dealing with Scotland, Ireland, and Wales, while close to these will be books on European countries, after which will come those having the countries of Asia for their subject. Or if a book on Electrical Engineering is required it will be found near those dealing with other branches of Engineering and not far from those which are concerned with other branches of trade or industry. This process of dividing books according to their subjects is called Classification, and although different systems of classification prevail they are all governed by the same principles. Either numbers or letters are used to indicate the different classes, although sometimes a combination of both is employed, and generally the books in each class are arranged in alphabetical order under the author's name. There is one exception to this rule, however, books of biography commonly being arranged under the name of the person whose life the book is concerned with rather than under the author, so if Southey's *Life of Nelson*

was required it would be found under Nelson and not under Southey. Before they are ready for issue to the public books have to be stamped with the library stamp and labelled; some also require their pages cut with a paper-knife. First, however, they must be examined in order to determine if they are perfect, as frequently new books are "made up" incorrectly, that is to say, sections are either missed out, repeated, or misplaced: such faults necessitate the return of the volume to the bookseller. The cutting open of leaves is an operation which must be done with much care, or unsightly damage will be caused. A proper paper-knife is essential for the work, and a pocket or table knife should under no circumstances be used. When the top edge is cut the knife must be made to sever the fold of paper completely into the back of the book, otherwise the uncut portion will be torn when the book is opened. In cutting, an even, regular thrust with the knife will produce the neatest effect, and a short, jerky movement of the knife is best avoided. The library stamp is then applied at stated intervals throughout the book, the assistant seeking instruction in the practice of the library before commencing, as in some libraries books are stamped every few pages, while in others two or three impressions only are deemed sufficient. The stamp and inking-pad must be quite clean and each impression ought to be clear and well-placed, close to the printed matter of a page but not obscuring it. Most library books have two labels pasted inside the front cover—one on the cover itself, the other on the fly-leaf facing, the latter (called the "Dating Label") being usually attached only along one edge, permitting its easy removal when filled with stamp marks. Catalogues of books available are provided in all libraries. They are of different kinds, and an assistant will be a much more useful member of the staff if he devotes some time to obtaining a thorough understanding of the catalogue or catalogues in use in the library he serves. He should study intently the prefaces of printed catalogues; from these he will generally learn the principles on which they have been compiled, and how it is intended they should be used. Some catalogues are arranged on what is called the "Dictionary" plan, because the entries of all kinds—authors, subjects, titles—are all in alphabetical order like a dictionary. Other catalogues are "Classified": that is to say they are arranged so that the titles of all books on the same subject are brought together in an order similar (to some degree) to the order of the actual books on the shelves of the library. These catalogues always have indexes, and it is a simple matter to look in the index for the subjects on which a book is required, and then to turn to the page indicated on which the books are set forth. People are apt to think classified

catalogues difficult to use, but this is not so if proper use is made of the indexes. In many libraries a catalogue on cards is provided, a separate entry on every card, and these are arranged in either "dictionary" or "classified" order, but sometimes the author cards are kept apart from the others so that a complete catalogue of the books in the library is always accessible in a single alphabetical order. The assistant will probably find also a special method of notifying the public of new books put into circulation, and this should occupy his attention until he grasps quite clearly its plan and purpose. It may be said here that an assistant should never inform a borrower that a book by a particular author is not in the library until he has consulted the author catalogue, and it is always unwise to say that no books on any special subject which may be inquired for are available, as by consulting a senior officer something suitable can generally be discovered, no matter how small the library may be.

#### THE REFERENCE DEPARTMENT.

A new assistant will not be much occupied in the Reference Department at first, beyond an occasional spell of "watching" duty. He should nevertheless make himself acquainted with the method of issuing books. In an "Open" library, before being allowed to approach the shelves readers must write their names and addresses in a book provided at the entrance: they are then free to take such books as they require from the shelves for use at the tables, but they must leave them on the tables when finished with, and the assistant on duty returns them to the shelves after having examined and recorded them for statistical purposes.

In a "closed" library readers first consult the catalogue and then write the author, title, etc., of the book wanted on one of the slips ready to hand on the counter; the assistant then obtains the book for the reader and writes his initials on the slip in a space provided. Whoever receives the book on its return also initials the slip, which is then filed. It is important to remember that a Reference Library is open to all, and is not limited in use like the Lending Library for only those holding readers' tickets.

#### THE READING ROOMS.

A record is kept either in a book or on cards of all the periodicals a library receives, and every one as it comes in must be noted. Periodicals are received daily, weekly, fortnightly, monthly and quarterly; usually the record is arranged in the same order, so that it may be seen almost at a glance what are

due and when. Each one before being put out for public use has to be stamped, some require cutting and some also need sewing. Even those that are wire-stitched, such as the "Graphic," ought to be sewn with thread; otherwise they are pulled to pieces in a very short time. Newspapers are commonly attached to a stand by a brass rod which fastens them down the centre: it is essential that the paper be evenly and squarely arranged before the rod is locked, or else several columns of reading matter are liable to be obscured under it, to the great and unnecessary annoyance of readers. Cases, with a cord down the back, are provided for most periodicals, the publication being opened in the middle and slipped under the cord which keeps it in place.

The back numbers of all periodicals are stored in a special room in some particular order for a certain time in case any may be required by readers. Each day the out-of-date publications which have been replaced by the current issues are filed away in their proper places, care being taken to keep each file orderly and to guard against loss. Many periodicals as they come out of the cases are sold to readers at reduced prices, and as they are taken regularly it is customary to place them in a drawer handy to the counter so that no time may be wasted in searching when the purchaser calls for them. Some magazines, etc., are preserved for binding, and it is the practice to post a list of these in the file room, to guard against accidental destruction or disposal.

#### GENERAL.

From the beginning an assistant should understand fully that the work of a library cannot be carried on successfully unless each member of the staff carries out his duties promptly and accurately. Accuracy and carefulness are the two most important virtues an assistant can possess: a healthy share of these, combined with an interest in the work, are the principal factors that lead to advancement. A neglectful and careless assistant dislocates the working of a whole system, and his removal is inevitable as soon as his delinquencies are known. A wise assistant will seek instruction from his seniors when in doubt upon any point and will never act independently in matters out of his province.

Assistants should know that Public Libraries are institutions established by Act of Parliament and managed by the Council governing the town or district in which they are situated. The money for their support comes from the Rates paid in the locality they serve, but is limited to One Penny in the £ on the locality's rateable value. This limitation frequently makes the maintenance of libraries a very difficult problem. There are a

number of books on Librarianship available, and the assistant should study these diligently as time and opportunity permit. He would do well to commence with "A Primer of Library Practice," by G. E. Roebuck and the present writer, which will direct him to further reading. Examinations in Librarianship are held annually by the Library Association, of which the assistant should secure particulars with a view to entering for them in due course.

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### THE LIBRARY ASSOCIATION EXAMINATIONS: THE L.A. EDUCATION COMMITTEE'S REPORT.

By JAMES ROSS, Hon. Secretary, North-Western Branch, L.A.A.

For some time there has been a considerable amount of dissatisfaction abroad regarding the unbusinesslike conduct of the Library Association Examinations. Over two years ago (June, 1913) the Library Assistants' Association, realising the importance of the matter, called attention, among other things, to the inadequate arrangements at the Examination centres.<sup>1</sup> This action, combined with the efforts of the North-Western and Northern Counties Branches of the Library Association, resulted in the formation of a *Special Education Enquiry Committee* of the Library Association. In due course this Committee made certain recommendations which have now been accepted by the L.A. Council, and as they are of much importance to Assistants it is to be hoped that the Council will lose no time in issuing them in permanent form. At any rate the professional syllabus must be revised and published without delay, if, as is understood, the changes are to come into operation immediately.

Whilst it is gratifying to find the Committee insisting upon the provision of adequate and comfortable accommodation, and the necessary books for the use of candidates, it is to be regretted that more attention has not been given to the question of supervision at the various centres. Would it not be more satisfactory to secure the services of men outside the profession to act as invigilators, and to hold the examinations in buildings other than Public Libraries? The fact that candidates are frequently supervised by their colleagues is not calculated to increase confidence in the examinations, and in the interests of the candidates such an arrangement should not be tolerated. To conduct the examinations on lines resembling those of the Oxford and Cambridge Locals would perhaps involve additional

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<sup>1</sup> *Library Assistant*, vol x., p. 162.

expense, but it would be a distinct improvement on the present arrangement. The educational side of the Library Association work promises to continue as the most important of the Association's activities, but the Council must realise its responsibilities. In the words of the Enquiry Committee, "the time has passed when so much voluntary labour should be required, and we recommend such increased expenditure as will make for efficiency." In the introduction of a preliminary test in English grammar and General knowledge, including English literature, the resolution of our North-Eastern Branch, following the reading of Mr. Briggs's paper on the "Need of English,"<sup>1</sup> which appeared in our columns, is traceable. How this innovation will affect the examinations as a whole it is impossible to say; it may tend to lessen the number of candidates entering, as in the case of the previous preliminary examination abandoned in 1894, but on the other hand there will be a better class of candidate. The preliminary test will eliminate undesirable candidates at the outset, instead of allowing them to waste valuable years of their lives in vain attempts at the sectional examinations, and in this way contribute to the raising of the whole status of the profession. But one is curious to know how this regulation will affect Senior Assistants of many years' experience, who may desire to proceed to the technical sections. Will they be compelled to submit to the preliminary test? A little information on this point would be welcome.

The Committee has wisely decided that candidates who take honours in four subjects, in addition to presenting a thesis of distinction, will be awarded a diploma with Honours. Special merit should be recognised, and as the regulation is retrospective, it is a pleasure to be able to congratulate our late Hon. General Secretary, Mr. W. C. Berwick Sayers, on being the first librarian to obtain the diploma with Honours. But why not a diploma with Merit to distinguish it from one obtained by six pass certificates? The classification applied to the sectional certificates should also be applied to the diploma.

The Committee is fully alive to the importance of organising classes for teaching in connection with Libraries, Universities, and Technical Schools, and with the assistance of local Committees efforts are to be made to establish them at convenient centres. It is good to read that with a view to ensuring uniformity of teaching, lecturers are to be requested to adhere to the lines of the official syllabus, for undoubtedly much good work has been wasted so far as the examinations are concerned

<sup>1</sup> Library Assistant, vol. xi., pp. 30-6.

by lecturers dealing with subjects on their own lines without regard to the Library Association requirements.

As the value of the Correspondence Classes is now generally recognised by provincial assistants, it is encouraging to find that the Education Committee considers them "a useful and necessary part of the educational work of the Association, and recommends their continuance." Is there any reasonable hope of obtaining correspondence tuition in Historical Bibliography and Literary History during the coming winter? Surely Mr. Stebbing's course in the latter subject has not been finally abandoned, and that, in the absence of Mr. Stewart on active service, the excellent course on Book Selection is not to be allowed to lapse? There is a *real* need for correspondence classes in every section of the syllabus, particularly when facilities for oral instruction are so limited.

It is unfortunate that the report finds no room for the discussion of our Midland Branch's recommendation, that the examinations be held half-yearly instead of yearly.<sup>1</sup> The large number of candidates presenting themselves each year is in itself sufficient evidence that additional examination facilities are urgently needed.

The only remaining point of importance in the report is that in future, with the agreement of the Examiners, students sitting in Section 3—Classification—will be allowed in the second part of the paper to consult the indexes of the Brown and Dewey Tables, or any other Tables provided for their use. This concession is not likely to result in simplifying the examination in any way; examiners will take care to set books where the index will be of little assistance, if it does not actually mislead the candidate!

To the *Special Education Enquiry Committee* (under the Chairmanship of Mr. George T. Shaw) the thanks of all assistants are due for the thorough manner in which the enquiry has been conducted.

38618 PRIVATE G. R. BOLTON, R.A.M.C.,  
18 GENERAL HOSPITAL,  
ARMY POST OFFICE S11,  
BRITISH EXPEDITIONARY FORCE,  
France.

Thursday, 13th May, 1915.  
DEAR MR. EDITOR,

It is over seven months since I joined the R.A.M.C. at Aldershot, which is the depot of the regiment. There I remained under canvas from October 5th to November 13th, 1914, being

<sup>1</sup> Library Assistant, vol. x., pp. 162-3.

instructed the while in the mysteries of "form fours," "form two-deep," and other commands quite as interesting. But even the insistent demands of an N.C.O., on parade and off, were a change from the pertinent requests of the ratepayers, with which I had nearly become familiar, so that I began to create a new quality of patience; for there is that kind of patience for dealing with borrowers, and another with N.C.O.'s! I won't attempt to define the difference, for reasons of good taste on the one hand and for fear of possible collision with the Army Act for another! The stay at Aldershot was, on the whole, most interesting. We had some splendid route marches through most delightful country, and I witnessed, perforce, the sunrise during my few weeks' stay there, more often than I had in the whole of my life before!

When we left Aldershot for Colchester we journeyed via Waterloo, and then marched through London to Liverpool Street Station. Never shall I forget that march, so enthusiastically were we received by the public on all hands; and nowhere could our reception have been more hearty or more spontaneous. It was an encouraging experience and made us feel glad that we had joined.

From the middle of November to near the end of March I was on duty in one or other of the surgical wards at the Colchester Military Hospital, and found the work most interesting.

During the latter part of the stay at Colchester Dame Rumour was busy with information that we were soon to be moved. Every part of the world where the Allies are at war was cited as our probable destination, but finally the powers that be had their way with us, and we left Southampton Docks for a "destination unknown." Previous to our actual departure from England we spent a few days at Aldershot for registration purposes and medical inspection. At 1.45 on the morning of Tuesday the 23rd March, we were wakened and were on parade in a drizzling rain by 2.15. By 2.30 a.m. we were at the Government railway sidings loading up one of the three long trains which carried the materials for our hospital to Southampton Docks. By 6.30 we had loaded the first train, and we then halted for breakfast, which we ate in rough and ready fashion on the station platform. We left Aldershot shortly afterwards. It was raining heavily when we reached the Docks, but we soon unloaded the train, and even earned the commendation of the Transport Officer for our expeditious performance. The remaining stores and equipment arrived by the other two trains during the day, and the process of placing the innumerable bales and boxes into the hold of the ship, duly proceeded. The dock hands

had not finished loading, when we left Southampton in another steamer soon after 7 p.m. The last rays of a glowing sunset were just tinging the sea with red and gold as we steamed slowly down the Solent. When just off Portsmouth a powerful search-light lit up our boat from stem to stern, showing every detail on deck. When almost out of the Solent the order came for all troops to go below, and lights to be extinguished. As I was in charge of some kit which could not be stowed below deck, and for which I was responsible, I was able to keep on deck throughout the voyage, and spent a very interesting time. First one, two, three, then four torpedo destroyers took us in charge and escorted us across the Channel for the greater part of the voyage. Sometimes these stealthy guardians rushed ahead of us to reconnoitre, may be, then they would race across our bows at full speed, to return later on, to keep their silent vigil by our side. Long before the dawn the lights of another coast twinkled in the distance, and by four o'clock on Wednesday morning we steamed into the harbour at—Le Havre. After a few hours' rest we marched from the quay along the principal streets, accompanied by little children, who asked for our biscuits as souvenirs, as well as our brass badges and numerals. We stayed at Le Havre until the Thursday before Good Friday, and during that period I managed to visit the Bibliothèque Municipale, which stands in a short street off the Rue Ançelot, and next to the Lycée, now a military hospital. The library, from what I can remember, contains about 20,000 volumes, and is for reference purposes only. The majority of the books are arranged on the open access system, and are classified under main headings. There is a card catalogue and shelf list. I was only able to spend but a few minutes in the library, or my description of it would be more intelligent. In the early morning of Good Friday we left Le Havre for the place I am at now. At eleven o'clock we reached Rouen, and I hoped to get a sight of that historic city as we passed through. But a very long and irritating tunnel prevented even the merest glimpse, and by the time we emerged from the tunnel we were too far away. A long and quite interesting train journey ended about 10 p.m., when we reached our destination. The whole of Easter week and right up till about three weeks ago we were engaged on the work of erecting the numerous marquees and tents in which this hospital is established. During most of this time there was almost incessant heavy rain and high winds, so that our plight may be better imagined than described. Many a time on Easter Monday my thoughts were away back in 1914, living over again that memorable trip to Oxford, its University and the mighty Bodleian

Library; then I would wake up with a start to find myself on Easter Monday, 1915, looking very dirty, and feeling worse, but cheerful, happy, and in the best of spirits.

The work of receiving the wounded has now been in progress for three or four weeks, and we have received quite a number (details are forbidden) of the casualties from the recent engagements at Hill 60, Ypres, and the fighting around Arras. Many of the men are suffering from the effects of the asphyxiating gas employed by the enemy against the Allies. The wounded come here direct from the first dressing stations, which are situated as near the scene of action as possible. At this type of hospital, such as we have here, the men receive their first hospital dressing and sometimes the first wash they have had for a month, or the first bath for months!

I am very interested in the changes in personnel which the Association's Executive has undergone lately, and I am quite confident that under the new Hon. Secretary's guidance the Association's progress is assured. It proves the strength of an association when it is able to fill up, with tried and experienced members, the vacancies created by the resignation of such as Miss O. E. Clarke, and Messrs. H. T. Coutts and W. C. B. Sayers.

With kind regards to everybody, and best wishes for the work of our Association,

Pte. GEORGE R. BOLTON, 38618.

## PROCEEDINGS.

### YORKSHIRE BRANCH.

A meeting of the Yorkshire Branch of the Association was held in Keighley, on Wednesday, June 9th, by kind permission of Mr. R. S. Crossley, Chief Librarian, and the Public Library Committee. Members were present from Bradford, Huddersfield, Keighley, Leeds, and Wakefield. Assembling at the Midland station, Keighley, at 2.30 p.m., tram was taken to Stockbridge, and from there the party rambled to Ghyll Grange, via Robin Hood's Stone and Rumbolds Moor, to the head of Holden Gill. At a neighbouring farm members were entertained to tea, by the Keighley Library Committee, and right sumptuously did we fare. After tea the ramblers wended their way back to Keighley. It would better describe the proceedings to state that we "strolled" back, for amid such delightful and varied scenery, with moorland and rocks, wooded glens, and waterfalls, one felt compelled to stay awhile and browse on the beauties of nature. Of all the surprises experienced throughout

the day, perhaps the most enjoyable was Mr. Crossley's kindly provision of a trip up the River Aire in a motor launch. No doubt all who were privileged to make that trip will long retain a vivid recollection of a delightful cruise.

Eventually, the party arrived at the Keighley Library, and Mr. Crossley and the members of his staff conducted a tour of the various departments. Particular interest centred in the bindery, where exhibitions were given of the various methods, materials, etc., employed; and those present were deeply indebted to Miss Heap (Keighley) for her lucid and erudite discourse on that aspect of the library's work. The tour of the library should have been followed by a paper on "Libraries in Government Departments in England," by Mr. H. Goulden (Huddersfield), but owing to lack of time it had to be deferred to a later meeting. Mr. Handley expressed our indebtedness to Mr. Goulden for the gracious manner in which he accepted his disappointment after the trouble of preparing his paper.

Still another surprise was in store. Mr. Crossley had very thoughtfully provided light refreshments for us, to ensure our physical comfort on the homeward journey; and while members indulged their appetites, the opportunity was taken to express our indebtedness to the Keighley authorities, and our appreciation of their manifestation of practical interest in the work of our Association. Heartiest thanks were tendered to the Keighley Library Committee for their provision of the tea, and to Mr. Crossley and his staff for the able manner in which all arrangements for the day's programme were both made and carried out; and the ring of sincerity in the speeches of Miss HUMMERSTON, and Messrs. BUTTERFIELD, GOULDEN and PROCTER, left no doubt as to the thorough appreciation and enjoyment of all that had been done for our education and entertainment. We all left Keighley feeling that—to misquote the Midland Branch Secretary—"We had a pleasant day passed in pleasant company; an excursion in the brilliant sunshine, of rippling talk, and the sparkle of high spirits." May we have many more such meetings!

#### MIDLAND BRANCH.

A meeting of the Midland Branch was held at Nuneaton on Thursday, June 17th, when there were present eight members and friends.

The party assembled at the L. and N.W.R. station at Coventry at 2.30 p.m., proceeding by tramcar to Bedworth and afterwards walking to Nuneaton through Griff (George Eliot's

early home) and Chilvers Coton (the Shepperton of "Scenes from Clerical Life"). A visit was also paid to the churchyard at Chilvers Coton, where the party was joined by Mr. B. Moreton, Librarian, Nuneaton, who kindly acted as guide, pointing out various places of interest associated with the works and memory of George Eliot.

Arriving at Nuneaton, tea was taken at a local café, after which the party adjourned to the Library, where, under the conduct of Mr. Moreton, an inspection of its various departments was made, special attention being directed to many fine works in the Open Access Reference Department.

Returning to the café, where, by arrangement with Mr. Moreton, a room had been reserved, the evening meeting was held.

Minutes of the previous meeting having been read, approved and signed, the Chairman referred to the unusual smallness of the gathering, the chief cause of this being the number of members of the Branch who were serving with the colours. He was glad to welcome Mr. H. W. Checketts, and Mr. F. J. Patrick, who were both present in the uniform of the First Birmingham City Battalion.

Letters of apology having been read, the Chairman called upon Mr. J. SIDWELL for his paper on "George Eliot."

Mr. Sidwell's purpose was to trace the connection between persons and places in and around Coventry and Nuneaton and the characters and places figuring in George Eliot's novels, and in this he brought to bear extensive local knowledge of the country known as the George Eliot country.

In the discussion which followed Mr. Moreton was able to corroborate from personal knowledge many of Mr. Sidwell's statements, and recalled that several of the most famous characters in the novels had for originals well-known local worthies.

The meeting terminated after votes of thanks had been passed to Mr. Sidwell for his most entertaining and instructive paper, and to Mr. Moreton for his kindness in conducting the party from Chilvers Coton, for his invitation to visit the Library, and for the trouble he had taken in making local arrangements.

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THE WEST OF SCOTLAND ASSOCIATION OF ASSISTANT  
LIBRARIANS.

A GENERAL MEETING was held on the evening of 28th July in the Anderston District Library, Glasgow, for the purpose of electing a new Honorary Secretary, hearing reports on the progress of the Association, considering the committee's proposals as to the programme of the first

session, and passing local rules. Mr. ROBERT ROBERTSON, Govan, presided.

Mr. ROBERTSON, on behalf of the members, congratulated Mr. MACLEOD on his new appointment.

It was unanimously agreed to elect Mr. JOSEPH NORRIE, Stirling's Library, Glasgow, to the office of HONORARY SECRETARY. Messrs. ROBERTSON and MACLEOD expressed their satisfaction at the decision, commenting on the whole-hearted manner in which Mr. Norrie had thrown himself into the work of the Association from its inception.

The HONORARY SECRETARY's report showed a membership of 43, but the names of some local members still on Mr. Thorne's list would bring the membership up to about 50. It was further reported that many unattached assistants had promised to join when the first session would commence, and it was expected that the recruiting campaign arranged to take place in September would be very successful. The field was a wide one and prospects good.

Mr. NORRIE, commenting on the Report, said that he thought the venture had already proved to be a great success. He hoped members generally would realise the importance of feeling an individual responsibility for the Association's welfare, and he would like to enlist every member as a recruiting agent in order to make the Branch the largest in the Library Assistants' Association.

The financial statement read by Miss COCHRANE (Hon. Treasurer) was approved. The costs of establishing the Association were seen to be remarkably small.

The programme arranged for the first session was submitted and discussed. Monthly meetings have been arranged to take place from October, 1915, to May, 1916.

The local rules as formulated by the committee were approved after discussion.

[Note: Mr. W. JOHN PHILLIPS, Govanhill Library, was elected to be a Member of Committee at the meeting of June 2nd.]

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#### LIBRARY ASSOCIATION EXAMINATION: PASS LIST.

##### SECTION II.—BIBLIOGRAPHY.

(10 Candidates sat; 6 Candidates passed.)

**Honours:** Nil.

**Merit:** Nil.

**Pass.**—J. L. Davison, Bolton; J. D. Gifford, Bolton; H. Groom, Isleworth; J. V. Jacobs, Twickenham; C. Stott, Rochdale; H. S. Wilson, Birmingham.

##### SECTION III.—CLASSIFICATION.

(31 Candidates sat; 22 Candidates passed.)

**Honours.**—N. Treliving, Leeds.

**Merit.**—J. Ross, Liverpool; Miss A. Strickland, Ladies' College, Cheltenham.

**Pass.**—C. A. Bradley, Glasgow; G. G. Clarke, West Hartlepool; Miss S. F. Ferguson, Ladies' College, Cheltenham; F. Haynes-Bath, Thornton Heath; Miss M. Heap, Keighley; W. Hynes, Hove; Miss E. A. Moore, Ladies' College, Cheltenham; E. Okell, Bolton; Miss A. M. Payne, Worthing; Miss G. Rees, Newport; Mon.; A. T. Ridley, Greenwich; Miss G. E. Searight, Ladies' College, Cheltenham; Miss M. T. Skues, 52, Lowcay Road, Southsea; F. S. Smith, Wood Green; W. Smith, Bolton; C. F. G. Tessier, Greenock; Miss A. M. Travis, Liverpool; M. J. Wrigley, Stockport; Miss E. Young, Brighton.

## SECTION IV.—CATALOGUING.

(68 Candidates sat; 30 Candidates passed.)

**Honours** : Nil.**Merit**.—Miss E. K. Jones, Liverpool.**Pass**.—Miss E. Arrundale, Islington; D. Barry, Dublin; F. J. Boardman, Huddersfield; Miss O. M. Chevallier, Ipswich; Miss L. Cutts, Liverpool; Miss M. E. Day, Islington; Balai Lal Dutt, Calcutta; A. S. Ellison, Gt. Crosby; Miss S. F. Fergusson, Ladies' College, Cheltenham; J. W. Gardner, East Ham; Miss D. Harrison, Warrington; Miss F. O. Hadley, Islington; Miss E. F. L. Jackson, Islington; F. Jackson, Manchester; Miss H. Kluit, Utrecht; J. O. Knowles, St. Helens; L. McColvin, Croydon; S. McCombie, Barking; Miss E. A. Moore, Ladies' College, Cheltenham; Miss K. M. Pogson, 30, St. John Street, Oxford; B. E. Rathbone, Northampton; Miss G. Rees, Newport, Mon.; Miss D. Rost, Islington; H. C. Sawtell, Wimbledon; Miss G. E. Searight, Ladies' College, Cheltenham; Miss D. N. Shepherd, Birkenhead; Miss A. Strickland, Ladies' College, Cheltenham; Miss G. K. Tillie, Glasgow; W. Williams, St. Helens.

## SECTION V.—LIBRARY ORGANISATION.

(16 Candidates sat; 13 Candidates passed.)

**Honours** : Nil.**Merit**.—N. McColvin, Croydon.**Pass**.—C. C. Barnard, Royal Society of Medicine; W. Glease, Manchester; Miss L. Cross, Manchester; H. M. Ellison, Bolton; Miss G. M. Glubb, 37, Queen's Gate Gardens, S. Kensington; H. Y. Huddart, Birkenhead; Miss M. M. Jordan, Manchester; F. M. Meakin, Tottenham; H. A. Merrishaw, Darwen; Miss M. Quinn, Manchester; W. Robertshaw, Bradford; C. Wilkins, Lancaster.

## SECTION VI.—LIBRARY ROUTINE.

(108 Candidates sat; 35 Candidates passed.)

**Honours** : Nil.**Merit**.—Miss A. Honey, 52, Clonmel Road, Fulham; J. W. Lucas, Bolton; Miss Milward, Birmingham; W. J. Randall, Liverpool; Miss J. Webster, Lincoln.**Pass**.—Miss M. D. Armstrong, Liverpool; Miss C. Bain, Manchester; D. Barry, Dublin; S. G. Beagley, Petersham, Surrey; H. M. Ellison, Bolton; Miss B. M. Gill, Worthing; Miss E. Griffiths, Widnes; P. Hardman, Wigan; W. H. Haywood, Cardiff; J. Kearsley, Fulham; R. F. Kennedy, Plumstead; Miss E. Kennett, Bromley, Kent; Miss M. Lees, Glasgow; Miss O. R. Lloyd, Islington; Miss A. L. Long, Liverpool; Miss E. V. Luckhurst, Bromley, Kent; R. W. Lynn, Sunderland; N. McColvin, Croydon; J. A. Merrishaw, Darwen; Miss M. Peacock, Liverpool; A. J. Peck, Enfield; G. C. Poole, Kidderminster; W. Prideaux, Cambourne; Miss V. D. Rivers, Manchester; S. C. Robinson, Greenwich; W. C. Smith, Dewsbury; E. Terry, Plumstead; L. J. Turner, Croydon; Miss M. Walker, Manchester; W. Williams, Bootle.

## L.A.A. ROLL OF HONOUR.

**Blackburn** : F. W. T. BECKLEY (Oxford Heavy Battery, R.G.A.).**Clapham** : J. C. CASTLE (R.A.M.C.), H. J. WHEELER (Surrey Yeomanry, Queen Mary's Regiment).**Exeter** : S. M. BENCE (Royal Navy), A. THOMAS (Royal Navy).

**Hackney:** D. J. BAYLEY (3rd 10th Battalion County of London Regiment), T. ANDREWS, (Royal West Surrey Regiment), F. BEECH and J. GUTTERIDGE (both 3rd 10th Battalion County of London Regiment).

**Hull:** \*E. ALLISON (E.R. of Yorks Yeomanry), \*W. HEWLAND (St. John Ambulance, R.A.M.C.), C. A. SLINGSBY (Hull Divisional Ammunition Column).

**Leeds:** \*W. POLLITT (Army Ordnance Corps), \*J. A. FLINT (Army Service Corps).

**Stockport:** \*M. J. WRIGLEY (R.A.M.C.).

**Sunderland:** \*A. H. YATES (Royal Anglesey Royal Engineers).

**Westhoughton:** \*J. E. SMITH (Loyal North Lancashire Regiment).

\*Member, L.A.A.

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Our sympathies are extended to the worthy Chief Librarian of the Manchester Public Libraries, two of whose sons have been wounded in action. Second-Lieutenant G. W. SUTTON, of the Manchester Reference Library, now serving with the 8th Lancashire Fusiliers, was wounded on the 7th June, and information is just to hand that his brother, Lieutenant OLIVER J. SUTTON, of the John Rylands Library, at present attached to the 9th Battalion, Manchester Regiment, was wounded in Gallipoli on August 7th, and is now in hospital in Cairo. We are glad to learn that the injury is not serious, and hope to hear of the complete recovery of our gallant colleague at an early date.

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ALICK R. ANDERSON.

The campaign in German South-West Africa has claimed an enthusiastic young librarian as one of its victims, and the death of A. R. Anderson will be regretted by the many who knew him, both in this country and in the sub-continent.

Born in 1885, he received his early training in the Stepney Public Libraries, and in 1904 was appointed a Senior Assistant in the Public Library at Port Elizabeth, where he had as a colleague the present librarian of the Royal Colonial Institute. From Port Elizabeth he went to Johannesburg as sub-librarian in 1913, and it was from this Library that he enlisted as a signaller in the South African Field Telegraph and Signalling Corps in March last. A member of the L.A.A. since 1899, he held the L.A. certificates for Cataloguing, Library History, and Library Routine, the first two with "merit," and was the first candidate to sit for these examinations outside the British Isles.

After passing through his signalling course at Tempe, in the Orange River Colony, he proceeded to Cape Town, en route to German South-West Africa. His Brigade had the honour of being the first to enter the German capital, and his letters home speak of the many privations endured by the men during their forced march from Otjimbinque to Windhoek. He was attached to a section of scouts who had volunteered for special dangerous duty, and relates vividly some of the trials of the two hundred mile trek across desert country which was accomplished in seven days, but these were soon forgotten in the satisfaction of being among the first troops to enter the capital. Short rations, lack of water, twenty-three hours in

the saddle out of twenty-four—all these difficulties incidental to South African warfare he seems to have experienced to the full. But his letters were always cheery and inspired with that spirit of optimism which is so striking a characteristic of the "lads in khaki." Describing his march, he says: "For three weeks I got no rations owing to being sent here, there and everywhere. I came to chewing stirrup leather at one time. Nothing to smoke, and, while we were in the desert we did not know where the next water was coming from. We got so weak we could hardly stand, our clothes were torn to ribbons, and our boots were hanging off."

Commissariat difficulties seem to have dogged his footsteps, and in his last letter, written in hospital at Swakopmund, he says that "a three-penny packet of cigarettes recently fetched five shillings."

His death took place at Wynburg Hospital, Cape Town, on June 25th, following an operation necessitated by injuries received during the campaign.

*Requiescat in pace.*

W.G.C.

#### APPOINTMENTS AND CHANGES.

A representative number of the Glasgow Corporation Public Libraries' staff met on August 12th to take leave of Mr. R. D. MACLEOD, and to present him with a "Gunn" sectional bookcase prior to his departure for Dunfermline to commence his duties as Library Superintendent to the Carnegie United Kingdom Trust. Mr. John McDonald, Superintendent of District Libraries, in asking Mr. Macleod's acceptance of the gift, expressed the best wishes of his colleagues for his future welfare. Mr. Macleod, in the course of his acknowledgment, said that he appreciated both the presentation and the goodwill that prompted it.

Mr. L. STANLEY JAST, Librarian, Croydon Public Libraries, has been appointed Deputy-Chief Librarian, Manchester Public Libraries, in succession to Mr. W. R. Credland, who recently vacated the position because of ill-health. The other selected candidates were Mr. ERNEST A. BAKER, M.A., D.Lit., lately Librarian, Woolwich Public Libraries, and Mr. GEORGE H. PARRY, Chief Assistant at the Liverpool Public Libraries. The appointment is subject to confirmation by the Manchester City Council, which meets on Wednesday, September 1st.

\*Mr. REGINALD G. WILLIAMS, Assistant-in-Charge of the Central Lending Library, Bolton Public Libraries, has now satisfied the examiners in all the sections of the Library Association Examination, and has thus qualified for the Diploma.

\*QUINN, MAUD, Assistant, Blackley Branch, Manchester Public Library, to be Assistant-in-Charge, Astley Bridge Branch, Bolton.

\*Member, L.A.A.

#### NEW MEMBERS.

**North Western Branch:** Member: ARTHUR Hesketh (Accrington). Associate: MAUD QUINN (Blackley Branch, Manchester).

**West of Scotland Branch:** Members: MARY N. Barrowman (Possilpark Library); ABRAM D. CUNNINGHAM (Mitchell Library); MARY E. L. ROBERTSON (Superintendent's Department). Associate: AMY COCHRANE (Govanhill Library).